



OFFICE OF THE QUARTERMASTER GENERAL

Sample TWI Packet

QM PERSONNEL PROPONENT OFFICE

Training With Industry Application Checklist

All documents should be submitted single-sided in the following order

Name: _____

- ____ Letter of Recommendations sign by the first O-5
In Chain of Command
- ____ Official DA Photograph
- ____ Resume
- ____ DA Form 1618
- ____ Enlisted Records Brief
- ____ Last Five NCOERS
- ____ College Transcripts
- ____ Copies of Professional Certificates (If applicable)



REPLY TO
ATTENTION OF:

DEPARTMENT OF THE ARMY

ATSM-QMG-E

21 September 2010

MEMORANDUM FOR Office of the Quartermaster General, ATTN: Enlisted Personnel
Proponent Office, Fort Lee, VA 23801

SUBJECT: Letter of Recommendation for the Training with Industry (TWI) Program

- 1. A narrative on why the Non-Commissioned Officer is being recommended for this program**
- 2. If Selected how will the Non-Commissioned Officer effect the future force**
- 3. POC Information**

JOE E. SAMPLE
LTC, LG
Commanding

Name:
Rank:
Address
Phone Number:

Work Experience: (Example)

Enlisted Aide to the Commandant United States Army War College
Carlisle Barracks, Pennsylvania Jan 2008 - Present

Enlisted Aide to the Commander United States Armor Center and School
Fort Knox, Kentucky Oct 2007 - Jan 2008

Summary of Work Experience from 1992 to Present: (Example)

- Execute meals for distinguished guests and visitors, to include the President of the United States, Ambassadors, Secretaries of the Army, General Officers, Heads of State, Prime Ministers, Foreign Leaders, Civilian Industry Leaders, Actors, Professional Athletes, and Musicians.
- Plan, purchase, and prepare meals for commanders personal consumption and all official functions using private and Government budget.
- Prepared five star meals each with five to eight courses.
- Hired by local commanders and senior executive service members to cater private functions.
- Responsible for Distinguished Visitors Quarters (DVQ's). Reported weekly to the Commanding General on all activities and updates. Selected NCO Food Service Specialist's to support the DVQ's. Developed a balanced and nutritious menu to include dietary restrictions and special needs meals. Supervised all DVQ soldiers to ensure post commanders standards were being reinforced and Army individual standards where in compliance. Assisted protocol with visitor's reservations and schedules. Assisted the Enlisted Aide for the Commanding General when needed for official functions.

Education:

- | | |
|---------------------------------------|----------------|
| ▪ Master Certified Food Executive | September 2009 |
| ▪ Certified HACCP Manager | September 2009 |
| ▪ Certified Professional Food Manager | September 2009 |
| ▪ Serve Safe Qualified | April 2009 |
| ▪ SLC (ANCOC) | April 2009 |

- Certified Food Contract Representative April 2009
- Enlisted Aide Course April 2007
- Basic Leader Course (BNCOC) Jan 1999

Culinary Competitions

- Cake Decorating, 2nd Armored Calvary Regimental (Gold Medal), October 1994
- Ginger Bread House Charity Event, Fort Bliss, Texas, December 1997
- Competed for the Phillip A. Connelly Award in Field and Small Garrison Competition, Fort Bliss, Texas, 1995

Special Skills and Interests

- Worked with pulled and poured sugar for display and garnish.
- Good knowledge of home style cooking and can adapt it to a formal setting to increase the dinners experience.
- Experience with HACCP
- Managed cost per plate and meals budget.
- I am interested in either becoming a personal chef, or owning my own catering company.

**APPLICATION FOR DETAIL AS STUDENT OFFICER AT A CIVILIAN EDUCATIONAL
INSTITUTION OR AT TRAINING WITH INDUSTRY**

For use of this form, see AR 621-1; the proponent agency is DCSPER.

DATE OF APPLICATION
(YYYYMMDD)

DATA REQUIRED BY THE PRIVACY ACT OF 1974

AUTHORITY: 10 U.S. 3013, Secretary of the Army; 10 U.S.C. 4301, Training Generally; Army Regulation 621-1, Training of Military Personnel at Civilian Institutions, and E.O. 9397 (SSN).

PRINCIPAL PURPOSE: To obtain consideration for entry into civilian educational institution or training with industry.

ROUTINE USES: None. The "Blanket Routine Uses" set forth at the beginning of the Army compilation of systems of records notice apply to this system.

DISCLOSURE Voluntary. However, failure to provide all the requested information may result in not being accepted into a civilian educational institution or an industry training program.

THRU: (Immediate Field Grade Commanding Officer)
FIRST O-5 IN CHAIN OF COMMAND

TO: (Appropriate Training Agency - See AR 621-1, see glossary)
Director, Joint Culinary Center of Excellence
Fort Lee, VA 23801

NAME OF APPLICANT WHO, You Are. RANK E-6 SSN 000-00-0000

1. Under the provisions of AR 621-1, I desire to attend a civilian educational institution or a training with industry program during the academic year commencing August 2010 (month and year).

2. CURRICULUM AND SCHOOL PREFERENCES

CHOICE	DISCIPLINE OF STUDY	SCHOOL OR INDUSTRY
First	CULINARY	CULINARY INSTITUTE OF AMERICA Hyde Park, NY
Second		
Third		

3. If for any reason I cannot be assigned to any of the choices listed above, I ☐ desire ☒ do not desire to attend such course and school (industry) as may be determined by my career management division. EXCEPTIONS:

4. PREVIOUS EDUCATION ABOVE HIGH SCHOOL LEVEL

SCHOOL	COURSE OF FIELD	DEGREE	YEAR	SCHOLASTIC AVERAGE	CLASS STANDING
University of Maryland	Business Management	N/A	2001-2002	4.0	

5. (FOR APPLICANTS OVERSEAS ONLY) I am scheduled to return to CONUS about September 2011.
If I am selected for civil schooling, I understand that it may be necessary to curtail or extend (not applicable to non-family areas)
my overseas tour to permit me to return to CONUS to report to the designated school at the appropriate registration time.
During my CONUS leave I can be reached at the address shown in item 6, below.

6a. CURRENT MAILING ADDRESS (All Applicants) (Number and street, city and state, ZIP code) 112 Anywhere Lane Fort Lee, VA 28301	6b. PHONE (Home) (804)555-5555	6d. Email Address
	6c. PHONE (Duty - DSN) (804) 555-5555	6e. FAX Number

6f. PERMANENT LEGAL RESIDENCE (State)
ENTER YOUR HOME OF RECORD

7. POST-SCHOOLING UTILIZATION ASSIGNMENT PREFERENCES (Explain in Item 8 if necessary)

a. Fort Lee, VA b. Fort Knox c. _____

8. REMARKS (Outline special qualifications including civilian experience that you feel would support your acceptance for advanced studies. Also explain circumstances if attendance at a tax-supported school in state of legal residency is not possible. This explanation is not required for Training with Industry Program.)

Soldier is to be assignment to Fort Lee, VA upon completion of school as a Advanced Culinary Instructor.

9. I understand that participation in a fully-funded civil schooling program or training with industry results in a service obligation *(IAW AR 350-100)*. If I am selected for a fully-funded civil schooling program or training with industry, I agree to complete the schooling/training and agree that on completion or withdrawal/removal from the school/training prior to completion, I will serve on active duty for a period equal to three times the length of the schooling/training *(computed in days in accordance with AR 350-100)* unless sooner relieved for the convenience of the Government. I understand that, subject to the needs of the Army, I will be required to serve in a validated position, following graduation/training in order to apply the benefits of this education/training. I understand that service in a validated utilization position may be deferred by HQDA to a subsequent tour, although such a deferment will not serve to extend the period of active duty to which I will be obligated under this agreement and applicable regulations. I understand that considerable lead time is required to select and assign officers to civil schools or training with industry. If selected, I intend to enter civil schooling/training with industry in accordance with this application. If later circumstances force me to reconsider this decision, I will immediately inform my training agency in writing no later than 120 days before my reporting date for the course for which I am selected. I understand that participation in civil schooling/Training With Industry does not guarantee that I will career field designate *(CFD)* into a career field that requires the discipline and degree obtained.

10. If I voluntarily *(to include separation as a conscientious objector)* or as a result of misconduct *(to include separation bases such as homosexuality, drug abuse, and alcohol abuse)* fail to complete the required service obligation incurred as a result of participation in a fully-funded civil schooling program I will reimburse the United States in an amount that bears the same ratio to the total cost of the education provided me as the unserved portion of the required active duty bears to the total period of active duty I agree to serve *(para 3-5, AR 621-1)* NOTE: Recoupment of costs does not apply to TWI participants.

NOTE: Attach two copies of ALL college level transcripts. You may have transcripts sent directly to your career management division from your school but an entry to this effect MUST be made in Item 8. Also attach a copy of report of scores of the Graduate Record Examination Aptitude Test or Graduate Management Admissions Test, as applicable. *(Two latter tests are not required for training with industry programs.)*
_____ Transcripts. _____ GRE/GMAT *(only graduate school applications).*

TYPED NAME, GRADE, AND SSN *(Applicant)*
WHO, You A., E-6, 000-00-0000

SIGNATURE

ORGANIZATION, STATION, APO, AND ZIP CODE
266th QM BN
Fort Lee, VA 23801

TO: *(Appropriate training agency - see AR 621-1, see glossary)*
Director, Joint Culinary Center of Excellence
ATTN: ATSM-CES-T
Fort Lee, VA 23801

FROM: *(Immediate Field Grade Commanding Officer)*
FIRST O-5 IN CHAIN OF COMMAND

ADDRESS OF FIELD GRADE COMMANDING OFFICER
266th QM BN
Fort Lee, VA 23801

SIGNATURE OF FIELD GRADE COMMANDING OFFICER

RATER: *(State your opinion of the abilities, scholarly attitude, initiative, potentialities and aptitudes for type of instruction desired by applicant).*